



SCOPE OF SERVICE

ENVIRONMENT
& HEALTH

Sent Via Email: jstibal@westalliswi.gov

Mr. John Stibal
Executive Director
Community Development Authority of the City of West Allis
7525 W. Greenfield Avenue
West Allis, WI 53214

PROPOSAL FOR GRANT WRITING SERVICES RELATED TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FY20 BROWNFIELD ASSESSMENT GRANT

Dear Mr. Stibal:

Per your request, Ramboll US Corporation (Ramboll) is pleased to submit this proposal to the Community Development Authority of the City of West Allis (CDA) for grant writing services related to the United States Environmental Protection Agency (USEPA) FY20 Brownfield Grants (Grant). This scope of services will be completed under the Master Contract with the CDA, dated November 10, 2016.

November 6, 2019

SCOPE OF SERVICES

Ramboll will provide the lead role in preparing a USEPA FY20 Brownfield Assessment Grant Application which is due to the USEPA on or before December 3, 2019. Ramboll understands that we will be preparing a Community-Wide Assessment Grant application on behalf of the CDA.

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The general process we will use for preparing and securing this Grant is as follows:

Ref. 1690004955

- A kick-off "working" meeting/conference call is scheduled for Monday, November 11, 2019, where the CDA identified the needs of the community (where and how you would spend the grant money) and determined the general approach for community involvement and organizational support expected and needed. Copies of the CDA/City's prior grant applications are available for Ramboll to use as background for the application.
- The CDA's tasks will be to: 1) request a review by the Kansas State Technical Assistance to Brownfields (TAB); 2) identify the CDA's ability to leverage other funds; and 3) provide financial information such as audit findings and programmatic capability.
- Ramboll staff will request a letter of acknowledgement from the Wisconsin Department of Natural Resources (WDNR).
- Ramboll will prepare an initial draft of the Grant Applications for the CDA's review and input by November 21, 2019. Edits and additional input will need to be incorporated by November 22 to submit to Kansas State TAB for their review (per my conversation with the TAB Coordinator). Final Grant Applications

incorporating the appropriate information and supporting documentation will be prepared by Ramboll for submittal to the USEPA by CDA.

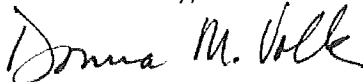
- The CDA has agreed to submit the final grant application via the federal Grants.gov system by COB on December 3, 2019. Note that the electronic submission of the application must be made by the Authorized Organization Representative (AOR) who is registered with www.grants.gov and is authorized to sign applications for federal assistance.

COST ESTIMATE AND TERMS AND CONDITIONS

Ramboll will provide these grant writing services for \$4,500. The work will be completed in accordance with the terms and conditions of the Master Contract, dated November 10, 2016. If you find this proposal acceptable, please provide a Proceed Order, using the CDA's standard procedure and referencing this proposal.

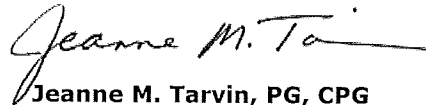
Thank you for the opportunity to be of service. If you have any questions or need further information, please contact us.

Yours sincerely,



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